

Executive Assistant

Description

Hennebery Eddy Architects seeks an Executive Assistant to perform a variety of administrative tasks and support our company's senior executives in a timely and professional manner. To be successful in this role, you should be proactive, well-organized, have great time management skills and be able to act without guidance. Professional and effective communication skills with our leadership, staff, and clients are essential. Ultimately, you will contribute to the efficiency of our firm by providing proactive, personalized professional support to the executive team. You should be able to anticipate, identify, and address the needs of executives and perform administrative tasks to ensure that their time is applied efficiently and that their commitments are met.

Responsibilities:

- Act as the point of contact between executives and employees, clients and other external partners
- Manage information flow efficiently and accurately
- Manage executives' calendars; coordinate internal and external meetings
- Make travel arrangements and prepare expense reports
- Prepare and format information for internal and external communication – memos, emails, presentations, reports
- Take notes during meetings and prepare meeting minutes
- Screen and direct phone calls and distribute correspondence
- Coordinate and act on the executives' behalf in their absence
- Conduct initial reviews on client- and vendor-generated contracts and agreements and oversee the agreement review, editing, and approval process
- Manage the stamping and signing process for project and business documents and agreements requiring the executives' approval
- Coordinate human resources hiring tasks – resume review, interview scheduling, reference checking, process coordination

Qualifications:

- Work experience as an executive assistant, personal assistant, or similar role
- Excellent Microsoft Office knowledge
- Outstanding time management skills with the ability to be flexible
- Experience using office equipment
- Excellent oral and written communications skills
- Discretion and confidentiality
- Great interpersonal skills and social intuitiveness
- "Can do" customer service-oriented attitude
- Exceptional organizational skills with an ability to think proactively and prioritize
- Appropriate sense of urgency dependent on the situation
- Take pride in your work and that of Hennebery Eddy Architects
- Oregon driver's license

About Hennebery Eddy

Hennebery Eddy Architects is driven by the values of the Pacific Northwest: simplicity, efficiency, and beauty. During our 26-year history, we have made a significant impact on our region's built environment. The firm's projects fall in four primary market sectors: academic, civic + cultural, commercial, and aviation + transit. Our work includes comprehensive architectural services, interior design, planning, sustainable design, and historic preservation characterized by well-crafted, thoughtfully detailed designs that respect their sites and strengthen their context.

We aspire to design net-positive solutions through healthy, efficient, and adaptive spaces that are responsive to our clients, the environment, and the people who use them. The result is a net-positive outcome for the greater community. As a JUST™ Organization, we are passionate about making a positive contribution to our greater environment and the human situation through designing places where people gather, work, live, and recreate. Our design approach is grounded in our core values, and uses a collaborative process with principals, associates and interns working together in an open studio.

This approach has resulted in more than 50 design awards, including national, regional, and local recognition. In the past year, we worked on the designs of our largest, most sustainable projects to date, by our most diverse staff to date; these accomplishments are reflected in our debut at No. 31 on the Architect 50, being named one of the 100 Best Green Workplaces in Oregon by Oregon Business, and receiving the AIA Northwest and Pacific Region 2018 Firm Award. Please visit www.henneberyeddy.com for additional firm information.

Benefits

Hennebery Eddy offers a comprehensive benefits package. Along with competitive health plan options, flexible paid time off, and retirement savings contributions, we offer benefits that support our employees' personal and professional lives and foster our firm culture. These offerings include alternative transportation subsidies, secure bike storage and changing/shower facilities, community engagement opportunities and paid volunteering days, a community service scholarship, a sabbatical program, and substantial financial support for professional development, licensure, certification, and training.

To Apply

For consideration please send cover letter and resume to humanresources@henneberyeddy.com

Hennebery Eddy Architects, Inc. is an equal opportunity employer.